



Sandy City Business Licensing
10000 Centennial Pkwy #210 Sandy, Utah 84070
Ph. (801) 568-7252

**OBTAINING A LICENSE / PERMIT FOR AN ITINERANT MERCHANT,
DOOR TO DOOR SOLICITOR OR RETAIL PARKING LOT SALE**

1. Read over the enclosed ordinance relating to parking lot/retail sales and sign regulations. Please note the permitted period for sales and property requirement and number of signs.
2. Submit a Temporary State Sales Tax number (even if you are already in possession of a permanent sales tax number). The State Tax Commission is located at 210 North 1950 West, or they may be reached at phone number (801) 297-6303 (a number can be assigned by phone).
3. Complete the enclosed application and file with Sandy City License office at least 10 working days in advance of the sales event, at 10000 Centennial Parkway, Suite 210. Incomplete applications will not be processed, so if you have any questions regarding any required document or the application, please contact this office at (801) 568-7252 and we will be glad to assist.
4. Most business being conducted from a fixed location and using a power source or serving food, or with larger tents/awnings will require on-site inspections. Please contact the license office to see if your business requires any or all inspections indicated below. To schedule any required inspections, or inquire about codes or standards, please contact the following:

Building Dept. 568-7251

Fire Dept. 568-2943

Health Dept. (food) 313-6620 (sanitation /safety) 313-6641

5. Additional items that may need to accompany the license/permit application are:
 - a) A cash or surety bond for \$1,000 required for businesses at a fixed location; performance bond for retail sales of goods or services and clean up.
 - b) A letter of permission from the property owner.
 - c) BCI Criminal History Report required for all door to door solicitors or any other business where the focus of the sales, services or activities are geared toward minors. Bureau of Criminal Investigations is located at 3888 West 5400 South, Salt lake City, UT 84114. Or you may reach BCI at (801) 965-4445. Most recently, the license office has been notified that the fee is \$10 to obtain a criminal history report. Each application must submit the original document, The original document will be returned so that it may be resubmitted to other license agencies upon request.
 - d) For businesses at a fixed location, you will need to submit a sketch of the property indicating your location, ingress and egress for vehicles, and location for the power source if you are using a power source.
 - e) If you are utilizing a tent over 200 sq. ft. or a canopy/awning over 400 sq. ft. you will need a pay for a Fire Dept. tent inspection fee at the time of application and coordinate the on site inspection once the tent/canopy is erected.

Sandy City
Temporary Business License / Temporary Permit Application
Itinerant Merchant, Door to Door Solicitor, Parking Lot Sales

Date Received _____	Acct. # _____
Sales Tax # _____	

Today's Date _____

Business Name _____ Bus Phone No _____

Location of Sales _____

Home Office / Base Address _____ City/State _____ Zip _____

Mailing Address _____ City/State _____ Zip _____

Applicant Name (First, Middle, Last) _____ Alt Phone. _____

Residence _____ City/State _____ Zip _____

Driver License # _____ State _____ Date of Birth _____

Tent Y / N Size _____ Awning Y / N Size _____

Note: All persons **door to door soliciting** in Sandy City must supply full names, dates of birth, home addresses and phone numbers on a separate sheet of paper that the applicant must attach to this application. Also, each solicitor will submit a current BCI report. The address for the Utah State Department of Public Safety, Bureau of Criminal Identification is 3888 West 5400 South, SLC, UT 84114. The phone number is (801) 965-4445.

Nature of Business _____

Business Hours _____ Dates of operation, from _____ to _____ Total days _____

This application is subject to approval of the Sandy City Police Department, the Community Development Department, Building Department, Fire Department, County Health Department, and/or Department of Agriculture. A license or permit cannot be issued until all applicable departments have provided a recommendation to approve the license application. If a valid license/permit is not obtained prior to commencing business, you may be subject to a double license fee penalty and any other penalties as prescribed by law.

"I do hereby agree to conduct temporary business activities in accordance with any and all ordinances pertaining to the operations thereof, being conducted within the Corporate limits of Sandy City."

Signature of Applicant _____ Date _____

Fees:	Regulatory Rate:	\$150.00	\$ 150.00
	Disproportionate Fee (if applicable)	\$250.00	\$ _____
	Per Employee: # _____ X	\$11.00	\$ _____
	Tent Inspection/Fire Fee (if applicable)	\$40.00	\$ _____
	\$1,000 Bond (if applicable)		Cash / Surety
	Penalty (if applicable)		\$ _____
	Total		\$ _____

Office Use:	Police Department: _____ Cleared _____ Building Inspections: _____ Cleared _____ Fire Department: _____ Cleared _____ Planning & Zoning: _____ Cleared _____ Health Department _____ Cleared _____ Dept. of Agriculture _____ Cleared _____	Tent Fee Waived? _____ Reason _____ _____ Pmt/Lic Fee Waived? _____ Reason _____ _____
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Notes:

SANDY CITY CORPORATION

Important:

You are not authorized to open or to begin conducting business until a license certificate has been issued from this office. Inspectors are authorized to inspect for their department only and approval from an inspection does not constitute approval of the license application.

The Temporary License Certificate will be issued upon completion and compliance with the entire process.

Should business commence prior to the issuance of the License Certificate, such operation will be in direct violation of the Business License Ordinance and will be subject to a double license fee penalty and/or other Class B Misdemeanor penalties as prescribed by law.

I do hereby acknowledge that I must receive approval and complete the entire license application process before a license can be issued. If I conduct business without a license, I may be subject to penalties as described above.

Applicant Signature _____ Date _____

15-13-16 **Temporary Uses**

- A. **Purpose and Intent.** The purpose and intent of the Temporary Use Permit is to allow within the City of Sandy certain uses which are transitory in nature, as either accessory or seasonal uses, in a manner that will assure compatibility with the zone district and adjacent properties.
- B. **Standards for Temporary Use.** A Temporary Use shall comply with general standards as provided below plus any additional conditions as may be established by the Community Development Department:
6. Acceptable space shall be available for any off-street parking and traffic circulation generated by the use. Roadside stands for produce or retail sales require curb and gutter and paved or graveled surface on site.
 7. Sanitary facilities shall be available for waste disposal for protection of community health and safety.
 8. Night lighting shall be compatible with adjacent uses, shielded and directed downward to avoid light spill onto adjacent properties.
 9. Hours of operation shall be compatible with adjacent uses.
 10. Signs must comply with the City adopted sign regulations.
 11. No use shall be placed in the public right-of-way, display areas shall be limited and applications shall comply with the regulations of the Business Licensing Department.
 12. No more than two temporary uses are allowed per site at one time, including those approved by the Planning Commission.
- C. **Planning Commission Review.** When considered appropriate by the Director a Temporary Use Permit may be referred to the Planning Commission for review.
- D. **Temporary Use Permit Required.** A temporary use permit and business license, where applicable, shall be required for the following:

Temporary Use Type	Location Standards	Duration
Produce Stands: Includes goods grown and prepared by the operator and sold primarily for consumption (e.g. Fruits and Vegetables).	Must be located in a non-residential zone or residential zone with an "A" designation.	Growing season (generally the summer months).
Road Side Stands and Temporary Retail Sales: Includes Christmas tree lots, firework stands, snow shacks, ice cream vendors, antique, rug, art, or plant sales or other similar retail uses.	Allowed if the use is permitted in the zone and accessory to the principal use or if no principal use exists, would be permitted as a stand alone use on the site.	No more than 150 licensed days per site each calendar year (i.e. Two businesses licensed to operate for 30 days each on a site will amount to 60 days on that site no matter if they are on the premise at the same time or not).
Circus or Carnival and related Accessory Uses (bazaar, fair, street dance, etc.)	Permitted in non-residential zones and with institutional buildings.	15 consecutive days in a calendar year per applicant.

Farmer's Market	Permitted only on parcels or within developments larger than five acres in size.	May not begin prior to June 1 and must terminate by November 1. Requires a new permit annually.
Temporary Trailer for Retail Sales and/or Office Space.	Permitted upon issuance of a building permit for a permanent structure and facilities on the affected site. Shall also include installation of adequate temporary parking.	Maximum temporary use permit period shall be twelve [12] months. The permit may be renewed and extended upon Planning Commission review up to six [6] months increments.
Construction Office, Staging Areas and Equipment Sheds	Permitted in all zones.	Allowed on a site until final inspections of the project are completed.

E. **Application for Temporary Use Permit.** An application for a Temporary Use Permit shall be made to the Community Development Department at least 10 days prior to the date of requested use. The Department may issue a Temporary Use Permit or deny an application for a Temporary Use Permit. In authorizing a temporary use, the Community Development Department shall impose such requirements and conditions as considered necessary for the protection of adjacent properties and the public safety and welfare in conformance with standards as provided in this Section.

1. **Information Required for Application.** An application for a Temporary Use Permit shall be accompanied by the following information:
 - a. **Description.** A written description of the proposed use including requested length of permit and hours of operation.
 - b. **Authorization for Use.** If the applicant is not the owner of the property, the ownership shall be identified along with evidence of permission of the owner for such temporary use to take place.
 - c. **Site Review.** A vicinity map and plot plan with sufficient information to determine the yard requirements, sanitary facilities and availability of parking to serve the use.
2. **Bond Required.** The following bonds shall be posted.
 - a. **Firework Stands.** Bond requirements are set forth in the Sandy City Business licensing ordinances.
 - b. **Circus or Carnival and Related Accessory Uses.** A personal injury bond with a minimum of \$100,000/\$300,000 as approved by the Risk Manager, shall be posted as well as a \$1,000 clean-up bond. The insurance shall have an indemnification of Sandy City.
 - c. **Other Temporary Uses.** All other temporary uses shall post a \$1000 bond as required in the Business Licensing Ordinance.

F. **Revocation of Temporary Use Permit**

1. The Community Development Director is empowered to suspend or revoke the temporary use permit of any person who violates any of the provisions of this chapter or any of the conditions set forth on their permit.

2. If, at any time, a permit under the provisions of this Chapter is suspended or revoked, it shall thereafter be unlawful for any person to operate, open, maintain, manage or conduct such affected temporary use until a new permit is granted.

G. Standards for Garage/Yard Sales. The following standards shall apply to all garage/yard sales at residences within Sandy City:

1. There shall be no more than three [3] garage/yard sales at a residence per calendar year. The calendar year is defined as January 1 through December 31. Garage sale events must be separated by at least a fourteen [14] day period.
2. Duration of Sale. A garage/yard sale is permitted for a period no longer than forty-eight [48] consecutive hours.
3. Location of Garage/Yard Sale. The garage/yard sales shall be located at the actual residence of the owner of the materials to be sold. In the occurrence of a neighborhood garage sale event (i.e., 3-5 neighbors pool their belongings into a super garage/yard sale), the materials must be located at the residence of one of the participating sellers.
4. Goods to be sold. The items that are permitted to be sold must be used items from that residence. New items, or used items purchased or obtained from other locations with the intent to be resold at a garage sale are prohibited and a violation of this section.

Temporary sales within commercial areas are permitted as regulated elsewhere in this code.

H. Model Homes

1. Location. Model homes are only allowed within City approved and recorded residential developments of five units or more. They must be located on a platted lot or site within the advertised development.
 2. Duration. Model homes may be operated for no more than two years from first occupancy of a dwelling unit in the development or until the last unit is sold within the advertised development, whichever comes first. The Director may approve an extension on a case by case basis.
 3. Advertising. Model homes may not advertise properties located in another subdivision or property located off of the development site.
 4. Construction Standards. Model homes must comply with all standards and conditions of approval for the advertised development including building materials, setbacks, landscaping, etc. and must comply with all applicable residential dwelling standards upon discontinued use as a sales office.
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